

## **JOB DESCRIPTION**

**Job Title:** Business & Program Analyst, Early Childhood Education Program (ECEP) (9775)

### **Job Summary:**

The job of Business & Program Analyst is done for the purposes of assisting the Assistant Superintendent of Student Support Services Branch/ECEP Administrator and for providing guidance to ECEP staff on accounts payable, accounts receivable, vendor contracts and payments, personnel activity reports, in-kind calculations, budget transfers, and journal entries; developing budgets and financial projections. The Business & Program Analyst monitors budgets and assists with changes, prepares financial reports for various agencies, and creates new accounting forms as needed. He/she provides guidance, coordination and training to staff, and performs a variety of special projects for the Assistant Superintendent of Student Support Services Branch/ECEP Administrator.

### **Essential Functions:**

- Analyzes fiscal and program alignment for the purpose of make recommendations to Assistant Superintendent of Student Support Services Branch/ECEP Administrator.
- Attends meetings as assigned for the purpose of providing and obtaining information regarding the development of programs, policies and procedures in compliance with state and federal laws and regulations;
- Gathers and analyzes data to address state and federal mandates for the purpose of addressing student achievement information and corresponding fiscal support.
- Coordinates audit activities with outside auditors for the purpose of providing documentation needed to complete program audits.
- Develops budgets and presents financial reports for the purpose of submitting them to the Assistant Superintendent of Student Support Services Branch/ECEP Administrator.
- Prepares and presents budgets and financial reports.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Instructs Accounting Technicians for the purpose of ensuring that proper accounting practices and procedures are followed.
- Makes recommendations and provides assistance for the purpose of implementing program goals and objectives.
- Maintains Charts of Accounts for programs for the purpose of providing information to staff.
- Maintains fiscal information files and records (e.g., accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Operates a computer for the purpose of recording data.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Trains ECEP management and staff for the purpose of maximizing their fiscal management skills.
- Validates coding for the purpose of ensuring the accuracy of data input into the TCOE Standardized Account Code Structure (SACS) financial system.
- Verifies budgets for the purpose of determining whether there is adequate funding for purchases.
- Supervises Accounting Technicians and Administrative Aides.
- Coordinates Assistant Superintendent of Student Support Services Branch's calendar and correspondence.
- Collaborates with Internal Business Services in ECEP's financial status.

### **Skills, Knowledge and/or Abilities Required:**

#### **Skills to:**

- operate a computer and financial application software;
- maintain records;
- apply basic accounting practices.

**Knowledge of:**

- governmental accounting procedures;
- federal and state regulations for categorical programs;
- fiscal/budgeting practices;
- personnel practices;
- methods of organizing and maintaining team efforts;
- supervision and group performance.

**Ability to:**

- develop programs, policies and procedures in compliance with state and federal laws and regulations;
- conduct a comprehensive planning process that includes establishing goals and objectives;
- analyze data;
- monitor and assess program implementation and evaluation of program outcomes/results;
- prepare complex reports from a variety of information sources;
- work with minimal supervision
- communicate effectively, orally and in writing;
- use tact in a variety of situations;
- interpret, apply and explain rules, regulations, policies and procedures;
- establish and maintain cooperative working relationships with those contacted in the course of work;
- travel within Tulare County, statewide or nationwide;
- meet schedules and time lines;
- maintain files.

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility is required.

**Education Required:**

- Bachelor's degree, preferably in Accounting, Business, or Finance or Bachelor's degree with at least five years job-related experience.

**Certificates, Clearances, Licenses, Testing and/or Bonding Required:**

- Department of Justice and FBI Fingerprint Response
- Valid California Driver's License and proof of automobile insurance

**FLSA Status:** Exempt

**June 2017**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.